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December 13, 1947

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MEMORANDUM TO MONITORING SUPERVISORS & CHIEF ENGINEER, [redacted]

SUBJECT: SELECTION OF MATERIAL DURING UNEXPECTED ABSENCES

In accordance with the requirements of the Editorial Division, please adopt the following practice in selection of Morse material when an unexpected absence leaves only one press operator on duty in the morning:

1. If possible record TASS transmissions for copying later during the day.

2. If recording for any reason is impossible copy AFP and let TASS go until 9:30 am. After 9:30 am AFP should be disregarded in this case when TASS is available.

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PKE:bhr

[redacted]
Acting Chief, [redacted]

cc: Chief, Editorial Division

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[redacted]

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